

Adjutant General's Department

6/14/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> <i>1-Present State employees of TAG Dept</i> <i>2-All State employees'</i> <i>3-Public</i>					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified Full-time	NEW Program Consultant II – EMPG Grant Manager https://www.da.ks.gov/ps/pub/reginfo.asp?id=172059	KDEM	July 1, 2012
Topeka	1,2,3	Unclassified Full-time	Fire Protection Safety/Training Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=171810	190 th ANG	June 15, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Program Consultant II – Grant Manager **Kansas Division of Emergency Management, Topeka, KS**

Requisition # 172059 – Open until July 1, 2012 – Full time, unclassified with benefits, state position, \$21.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Program Consultant II – Emergency Management Performance Grant Manager: Responsible for independently planning, organizing, and administering the Emergency Management Performance (EMPG) Grant program. Employee is responsible for development of grant guidelines, budget development, administering the grant application, monitoring of sub-awards, and submission of quarterly reports. Also responsible to develop and maintain a comprehensive database to manage the aspects of the grant. This position also supports other regional and statewide programs, and the emergency operations center.

Minimum and Preferred Qualifications: Requires two (2) years of education, training and/or experience in Microsoft Office, developing documents, spreadsheets and databases. Prefer skills in grant management and background in the emergency services or emergency management fields. Must also process the ability to obtain and maintain Kansas Certified Emergency Manager accreditation.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172059. The Adjutant General's Department is an Equal Opportunity Employer.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

Fire Protection Safety/Training Specialist 190th Air Refueling Wing, Forbes Field, Topeka, KS.

Requisition # 171810 – Open until June 15, 2012 – Full time, unclassified with benefits, state position, \$17.57 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Fire Protection Safety/Training Specialist - Responsible for the Fire Department's training, safety, and prevention programs for the staff. Also performs fire fighting & EMS duties as needed. The incumbent independently plans and carries out assigned responsibilities. Executes the program for the training of fire and emergency services personnel of Federal, State, military, local municipal departments (under mutual aid agreements), and other related agencies. Program encompasses Structural Firefighting, Aircraft Crash Rescue Firefighting, Aircraft Egress Drills, National Incident Management System (NIMS), Hazardous Material Response (HAZMAT), Weapons of Mass Destruction Response (WMD), Nuclear Biological Chemical (NBC), Emergency Medical Service (EMS) and specialized rescue techniques. Provides instruction in all areas of training in order to obtain and maintain proficiency in DoD Certification for the various levels of Firefighter Certification requirements. Assures all personnel are certified to required DoD F&ES levels of training and certification. Coordinates and administers organizational Drivers and Flightline Training Program. Prepares detailed lesson plans and must have sound communication & organization skills.

Minimum and Preferred Qualifications: Minimum of four years work experience and meet the qualifications as a nationally certified Airport Fire Fighter. Successful completion of a full four year (4) high school curriculum may be substituted for one (1) year work experience.

Applicants must be physically able to perform efficiently the duties of the position for which they are considered. This position requires arduous physical exertion under rigorous and unusual conditions. Specific physical requirements and other qualifications standards shall be found in the National Fire Protection Association Standards 1000 Series and 1582 standards shall be found for positions under the General Schedule. A copy may be obtained from AGKS Office of State Personnel through 190th Air refueling Wing.

1. Candidates for employment will be required to pass a preliminary fire fighter physical I/A/W the NFPA 1582 Standard before reporting for duty.
2. Fire Fighters already employed will be required to pass an annual fire fighter physical I/A/W the NFPA 1582 Standard.
3. Must obtain a secret security clearance I/A/W AFR 207-1, Chapter 3, Para 3, Item (b); AFI 31-501, Attch 3, Rule 7.
4. Must participate in the Fire Fighter Physical Conditioning Program I/A/W AFMAN 32-2002 and NFPA 1500.
5. Comply with NFPA 1500 Standards, NFC Codes for Professional Qualification Standards - 200 series, AFMAN 32-203, and the Air Force Certification Program.
6. Adhere to AFR 32-20 Fire Protection Policies and Directives; NGR 5-1, Chapter 3.6 and Appendix 24; DODI 6055.6, DoD Fire and Emergency Services Program.
7. All State regulations and Local Operating Procedures.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

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++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.